

OCR Associates Policy

The OCR believes the use of associates on OCR appointments is a means of providing mentoring and training to newer attorneys and attorneys new to OCR case types. The effective use of associates on OCR appointments may additionally enhance the quality of representation provided on individual cases. The policy outlined below is intended to support the use of associates in a manner that achieves efficiencies, complies with the requirements of CJD 04-06, and promotes continuity in representation for children. Associates can be either case-carrying or non-case carrying as set forth below.

Case-Carrying Associates

Every case-carrying attorney must have a contract with the OCR. Associates within law firms who wish to be case-carrying must individually apply for a contract with the OCR. Note: The decision regarding which associates in a law firm are eligible to be case-carrying and the decision of how many pick up slots the attorneys in a law firm have are two distinct decisions. For example, there may be situations in which an attorney and his/her associate may both be eligible case-carrying attorneys but a firm may only have one pick up slot.

Non-Case-Carrying Associates

Each associate will be assigned an individual OCR CARES user ID and must log their work separately and in accordance with the OCR's billing policies and procedures. In order for an associate to bill at the attorney rate, the contract attorney must complete the [Certification of Proposed Non-Case-Carrying Associate Form](#) to certify that the associate meets minimum qualifications:

- Licensed and in good standing with attorney regulation.
- Read and understands the requirements of CJD 04-06, the supervising attorney's contract requirements and OCR billing policies and procedures.
- Completed the OCR online Core Competencies Training I and any additional training deemed necessary by the OCR.
- Obtained approval from the OCR after:
 - A brief interview with an OCR staff attorney
 - Correspondence between the OCR and proposed supervising attorney to confirm attorney plan for the associate and compliance with the CJD.

In addition, associates qualified to bill at the attorney rate must complete annual training of at least 10 hours of OCR sponsored or approved training beginning July 1, 2021. Any exception to this requirement must be approved by the Executive Director. Any qualified attorney may provide court coverage in accordance with CJD 04-06.

All other associates must bill at the paralegal rate and do not require approval by the OCR. Attorneys that are not qualified may not provide court coverage on OCR billed cases.

Important note: The associates policy changed effective 2/24/2021. All attorneys currently approved as non-case carrying associates will automatically be approved for the attorney rate. Attorneys adding Associates after 2/24/2021 must comply with the policy outlined above.